

Creating a Program Enrollment

When a client is referred to an agency, accepting the referral will create an episode on the activity list as well as a program enrollment. Once the client moves to a different stage of the treatment process, such as from a GAIN-I Assessment to Outpatient, the program enrollment should be updated to reflect that change.

1. **Getting here:** Login, select the **Facility**, select **Client List** on the Navigation Pane (left menu) to generate the Client Search Screen, find client, select **Activity List**.
2. Select **Program Enrollment** on the Navigation Pane.
3. All completed program enrollments must be closed. Select **Add Enrollment**.

Idaho-WITS Training

User: Bastin, Crystal
Loc: D Williams Agency, Williams Treatment
Client: Brite, Rainbow | 21216181000018A

Printable View

15.5.0

Home Page
Agency
Group List
Clinical Dashboard
Client List
Client Profile
Fee Determination
Gain Short Screener
Eligibility Screener
Benefits Application
Linked Consents
Non-Episode Contact
Activity List
Episode List
System Administration
My Settings
Reports
Support Ticket

Client Search

Agency: Williams Agency
Facility: [Dropdown]
First Name: R
Last Name: Brite
DOB: [Text]
SSN: [Text]
Idaho-WITS Training Client Id: [Text]
Unique Client Number: [Text]
Treatment Staff: [Dropdown]
Case Status: All Clients
Other Number: [Text]
Include Only Active Consents: Yes

Provider Client ID: [Text]
Primary Care Staff: [Text]
Intake Staff: [Dropdown]
Number Type: [Dropdown]

Clear Go

Client List (Export) Add Client

| Unique Client # | Full Name | DOB | SSN | Gender | Actions |
|-----------------|----------------|------------|-------------|--------|---|
| 21216181000018A | Brite, Rainbow | 12/16/1981 | 000-00-0000 | Female | Profile Activity List Delete Record Linked Consents |

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Intake
Vital Signs
Fee Determination
Drug Testing
Wait List
Screening
Assessments
Admission
Program Enrollment

Client Activity List

| Activity | Activity Date | Created Date | Status | Actions |
|---|---------------|--------------|-----------|------------------------|
| Client Information (Profile) | 4/22/2014 | 4/22/2014 | Completed | Review |
| Intake Transaction | 4/22/2014 | 4/22/2014 | Completed | Review |
| Admission | 4/22/2014 | 4/22/2014 | Completed | Review |
| Client Program Enrollment (Adolescent GAIN-I Assessment) | 4/22/2014 | 4/22/2014 | Completed | Review |
| Client Program Enrollment (Adolescent Intensive Outpatient) | 4/22/2014 | 4/22/2014 | Completed | Review |
| Discharge | 4/22/2014 | 4/22/2014 | Completed | Review |

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Program Enrollment

| Program Name | Start Date | End Date | Facility | Notes | Actions |
|---------------------------------|------------|-----------|--------------------|-------|--|
| Adolescent GAIN-I Assessment | 4/22/2014 | 4/22/2014 | Williams Treatment | | Review Details |
| Adolescent Intensive Outpatient | 4/22/2014 | | Williams Treatment | | Review Details |

Add Enrollment

Finish

4. Update the Program Name, Program Staff, Days on Waitlist, and Start Date.

NOTE: Be sure to pay attention to the program enrollments that specify adult or adolescent. Program enrollments with a treatment level of care cannot be deleted and you will be forced to complete the requirements for that program enrollment.

5. Select Finish.

The screenshot shows the 'Program Enrollment Profile' form in the Idaho WITS Training system. The form is titled 'Program Enrollment Profile' and includes the following fields and controls:

- Facility: Williams Treatment
- Program Name: Adult RSS (highlighted in yellow)
- Program Staff: Basin, Crystal (highlighted in yellow)
- Days on Wait List: 0
- Start Date: 4/29/2014
- End Date: (empty)
- BPA Authorization #: (empty)
- Termination Reason: (empty)
- Notes: (empty text area)

Red arrows point to the Program Name, Program Staff, Days on Wait List, and Finish buttons, which are labeled with circled numbers 4 and 5. The Finish button is highlighted in blue.